

### **Directions for completing Worker/Handler Verification Cards:**

**Please use the WPS Training Record Sheet that we have sent to you as a master copy for your business/organization to make copies off of for future use. Please contact us for a resupply of Worker/Handler cards.**

- 1.) Have each person fill-in the requested information on a WPS Training Record Sheet for your Training session. (Be sure that each person completes all spaces, including signature).
- 2.) Write the name of the person who has completed your business/organization's Worker/Handler Training session on the front of the Worker/Handler card in the space provided.
- 3.) On the back side of the card, fill in the issue date, meaning the date the Training session was held (example, November 13, 2009).
- 4.) Complete the expiration date, which is the date five years to the day that the Training session was held (example, November 13, 2014).
- 5.) Fill in the Trainer Name and Trainer Signature, which is the name of the person that held the Training session and holds a Trainer card, or a Private, Commercial or Public Applicator's license with the West Virginia Department of Agriculture.
- 6.) Fill in the name of the business/organization that you are with.
- 7.) Fill in for each individual person in the space provided on the WPS Training Record Sheet what Worker/Handler card number was assigned to that person that completed the training.
- 8.) You may fax or mail your WPS Training Record Sheets to the West Virginia Department of Agriculture at the below fax number or address.

Thank you!

West Virginia Department of Agriculture  
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